General Position Information

Job Title: 19816 – Area Security Officer – GS14

Salary Range: $86,335 – $157,709 (not applicable for detailees)

Vacancy Open Period: 1/16/2020 – 1/31/2020

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/SE/SC

Duty Location: McLean, Virginia

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidates to fill a GS-15 cadre position.

- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or up to two below may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:

    o Current ODNI permanent cadre.

- For a detailee assignment:

    o Current Federal Government employees. (Current GS employees at the same grade or up to two below may apply.)

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual.

- A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

Component Mission:

The Office of the Director of National Intelligence (ODNI), Chief Operating Officer (COO) has the responsibility and authority for supervising, coordinating, providing guidance, and administering the Director of National Intelligence's (DNI) direction to the ODNI, as well as providing guidance to the ODNI centers. This includes integrating and synchronizing policy, plans, positions, procedures, and cross-functional issues. The COO is responsible for synchronizing and integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI). In addition, the COO oversees the internal management of the ODNI.

The Office of The Director of National Intelligence, Office of Security (ODNI/SEC) provides full service area security support for ODNI. The selected candidate will be a part of a security team that provides daily security guidance and advice covering the full range of security disciplines. The ideal candidate must be able to provide clear, decisive guidance and incorporate risk management into the security decision-making process. The ability to communicate with senior ODNI officials on time-sensitive, high-profile, and complex issues is essential.

Major Duties and Responsibilities:

•   Plan and participate in the identification and resolution of complex or sensitive security related issues and concerns, serving as a senior Area Security Officer (ASO) for the Office of the Director of National Intelligence (ODNI) Security Office.

•   Facilitate collaboration between ODNI Security, CRI Security, and Central Intelligence Agency (CIA) Security in investigating complex security issues that concern ODNI cadre, detailees, and contractors.

•   Plan and facilitate the collection and analysis of complex security-related information, utilizing extensive knowledge of ODNI and CIA directives and policies to develop authoritative recommendations and guidance.

•   Plan, develop, and present written and oral briefings on complex topics that pertain to all aspects of ODNI security in support of senior ODNI staff, CIA counterparts, and other government organizations.

•   Plan and conduct investigations of complex security issues skillfully employing a variety of elicitation techniques and tactics including monitoring key verbal and nonverbal behaviors, sequencing questions, and asking questions designed to elicit subject behaviors.

•   Plan and conduct formal analyses of the strengths and weaknesses of complex security programs, processes, and procedures and recommend new strategies for resolving complex problems or improving overall performance.

•   Develop strategic and tactical plans to support ODNI security initiatives; develop, implement, and evaluate security programs in response to Intelligence Community (IC) directives and/or mission requirements.

•   Provide substantive guidance and support regarding personnel security, industrial security, and other security issues to ODNI cadre and detailees, including those working at ODNI and other IC locations.

•   Cultivate and maintain productive working relationships with security colleagues, CRI and CIA counterparts, and ODNI senior leadership to share information of interest, explain the specifics of security programs and procedures, and, when appropriate, present, justify, defend, negotiate, and/or settle matters involving significant or controversial issues

Mandatory and Educational Requirements

•   Extensive knowledge of personnel, physical and technical security principles, concepts, regulations, and practices sufficient to serve in an ASO capacity for one or more ODNI components.

•   Extensive knowledge of IC, CIA, and ODNI security regulations, policies, and procedures in order to address and resolve ODNI security issues, violations, and questions.

•   Demonstrated ability to work in a complex security program, assess customer requirements, identify dependencies, and manage and mitigate risks.

•   Demonstrated program management, analytic, and critical thinking skills, including the ability to conduct security program assessments, identify needs and requirements, and develop process improvement recommendations for the successful implementation of ODNI's security programs.

•   Demonstrated ability to communicate, both verbally and in writing, complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.

•   Demonstrated ability to work effectively both independently and in a team or collaborative environment, mentor junior colleagues, and utilize strong organizational and interpersonal problem solving skills.

•   Demonstrated ability to establish regular contact with high-level internal and external resources and customers, supplying or seeking information on security programs and issues; demonstrated use of tact when expressing ideas or opinions to senior leaders, customers, contractors, and other stakeholders.

•   Demonstrated ability to listen to, clarify, and convey an understanding of others' ideas, comments, and questions, and integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions and positions.

Key Requirements and How to Apply

Internal ODNI Cadre Candidates <u>must</u> submit an application through the classified [JobsDNI] ***website***.

For current employees who do not currently have access to internal systems, applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system).

Applicants experiencing technical issues may submit their application via email to either email system.

Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (Faith P.*)* and Brookkl@dni.ic.gov (Karren B.) in lieu of the group address above.

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.*

 Applicants from federal agencies outside the IC must provide:

a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.

b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.

d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.

f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov *(Faith P.)* and Brookkl@dni.ic.gov *(Karren B.)* in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3799.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment_TeamA@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3799 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**